



# TOWN OF ANDOVER MASSACHUSETTS

Town Offices  
36 Bartlet Street  
Andover, MA 01810  
Community Development and Planning  
(978) 623-8600

## REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

I hereby request to view the following records:

Property Address \_\_\_\_\_

Permit # (s) and Date(s) \_\_\_\_\_

Plot Plan ☐ Building Plans ☐ Certificate of Occupancy ☐ Other (list below) ☐

\_\_\_\_\_  
\_\_\_\_\_

### Requested by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. Number \_\_\_\_\_ Date \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Representing Firm of: \_\_\_\_\_

Address: \_\_\_\_\_

Signature \_\_\_\_\_

**Fee:** A non-refundable minimum \$25/hour fee is charged for research time exceeding 2 hours. A fee for copies of documents after inspection by signatory will be assessed once documents are identified by signatory.

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Per Public Records Law, this office will respond to your request within 10 business days as follows:

- Comply with request in full
- Request further information regarding the records request
- Reason why record is not available
- Record request has been referred to another department/division
- Request additional time to search records requested
- Other

Signature from Town Department/ Division \_\_\_\_\_